



VOLUME 22 ISSUE 4

KCJIS NEWS

NOVEMBER 2020

USE OF FORCE

MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

As a result of the recent events in Minneapolis and other police use of force incidents across the nation, some members of the public and politicians have expressed concerns regarding police use of force incidents. Some of these concerns have even been accompanied with calls to “defund the police.” In light of the recent events and the media coverage of these events, it has become clear that although police use of force incidents are rare occurrences, without the data and evidence to show their rarity, the narrative set by the public and media is unlikely to present law enforcement in anything other than a negative light.

The Kansas Attorney General believes contrary to the calls to “defund the police,” that Kansas should “...continue to invest recruitment, retention, training, and professional development to ensure that the law enforcement professionals our citizens entrust with keeping communities safe remain always worthy of citizens’ trust and respect while remaining safe themselves.”

To that end, in September of 2020, the Kansas Attorney General directed the Kansas Bureau of Investigation (KBI) to review the current status, effectiveness, and usefulness of the current Kansas use of force data collection being completed through the FBI’s Law Enforcement Enterprise Portal (LEEP) portal; to collaborate with state law enforcement leaders and other appropriate individuals and organizations; and to use the information collected to create a plan for a more comprehensive and uniform statewide use of force data collection.

The KBI began this process in late September and plans to have the report for the Kansas Attorney General completed by the end of the year. The KBI would like to thank the state law enforcement associations and their members who have already participated in meetings and provided input, guidance, and feedback. If your agency would like to participate in collaboration efforts, please contact Nicole Hamm at (785) 296-8256 or Nicole.Hamm@kbi.ks.gov.

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2020 ASSET FORFEITURE REPORTING

JESSICA CROWDER, PROGRAM CONSULTANT II KBI

As the end of the year approaches, the Kansas Bureau of Investigation (KBI) would like to encourage each agency to ensure you have submitted any Kansas Asset Seizure for Forfeiture Repository (KASFR) incident reports that still need submitted for the 2020 reporting period.

As a reminder, the reporting period is January 1–December 31. An incident report is required to be submitted within 60 days of the disposition of the seized property. A disposition includes any outcome of the property that was seized with intent to seek forfeiture, such as:

- **Returning the property to the owner—no forfeiture case filed**
- **Court-ordered property return to owner**
- **Property forfeited to agency**
- **Property transferred to federal agency for forfeiture**

Property seized as evidence with no intent to seek forfeiture does not need to be reported. If the 60 days has already passed, please submit the report as soon as possible to ensure the data is available for the public and can be used to determine substantial compliance once your agency’s annual report is submitted.

The KASFR annual report will be available for completion on January 1, 2021 and is due February 1, 2021. If you have any questions or would like information on training, please contact Jessica Crowder at (785) 296-8338 or Jessica.Crowder@kbi.ks.gov.

KBI ISD FIELD SUPPORT TRAINING

JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit would like to remind everyone that even though COVID-19 has forced us to cancel training in person, we are still able to provide virtual training upon request. If you are interested in receiving training on any of the topics listed below, please feel free to reach out to the appropriate trainer. Thank you to every member of the Kansas criminal justice community who continues to keep Kansas safe during these difficult times.

Central Message Switch Carlos Salazar (785) 296-6832 Carlos.Salazar@kbi.ks.gov	Criminal History Records Rapsheet Differences Vanessa Rine (785) 296-0816 Vanessa.Rine@kbi.ks.gov	eCitation Karli Koci (785) 296-6832 Karli.Koci@kbi.ks.gov
Asset Seizure and Forfeiture Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.ks.gov	10-Print Identification Tina Ortega (785) 296-4483 Tina.Ortega@kbi.ks.gov	Kansas Incident Based Reporting Dana Griffith (785) 296-0492 Dana.Griffith@kbi.ks.gov
Offender Registration/KsORT Cassidy Sands (785) 296-0638 Cassidy.Sands@kbi.ks.gov	DNA Databank Jeff Hahn (785) 296-2113 Jeff.Hahn@kbi.ks.gov	Scrap Metal Bill Connor (785) 296-2387 Bill.Connor@kbi.ks.gov

DO YOU NEED ACCESS TO A SECURE EMAIL?

CARLA BOESKER, NCIC TRAINER/AUDITOR SUPERVISOR CJIS UNIT KHP

If you currently work for a criminal justice agency, you are eligible to have a secure email account through the Federal Bureau of Investigation (FBI) Law Enforcement Enterprise Portal (LEEP).

FOR NON-TOKEN HOLDERS – You will simply need to apply for a LEEP Account by clicking on the following link www.cjis.gov.

Select **Apply for an Account**.



LEEP
LAW ENFORCEMENT ENTERPRISE PORTAL

Enter your username:

Sign In

Forgot Password

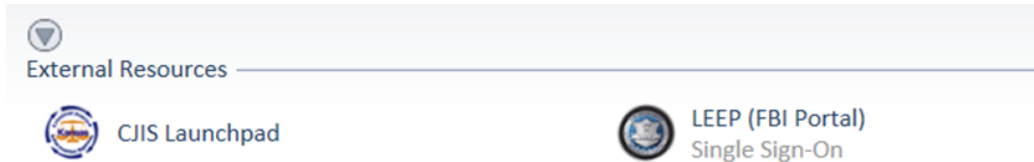
Apply for an Account

DO YOU NEED ACCESS TO A SECURE EMAIL?, CONTINUED

CARLA BOESKER, NCIC TRAINER/AUDITOR SUPERVISOR CJIS UNIT KHP

FOR TOKEN HOLDERS – Log on the KBI Web Portal <https://kcjis.ks.gov>

Select the LEEP (FBI Portal) Icon and it will direct you to the LEEP Portal.



Click the "Accept" button.

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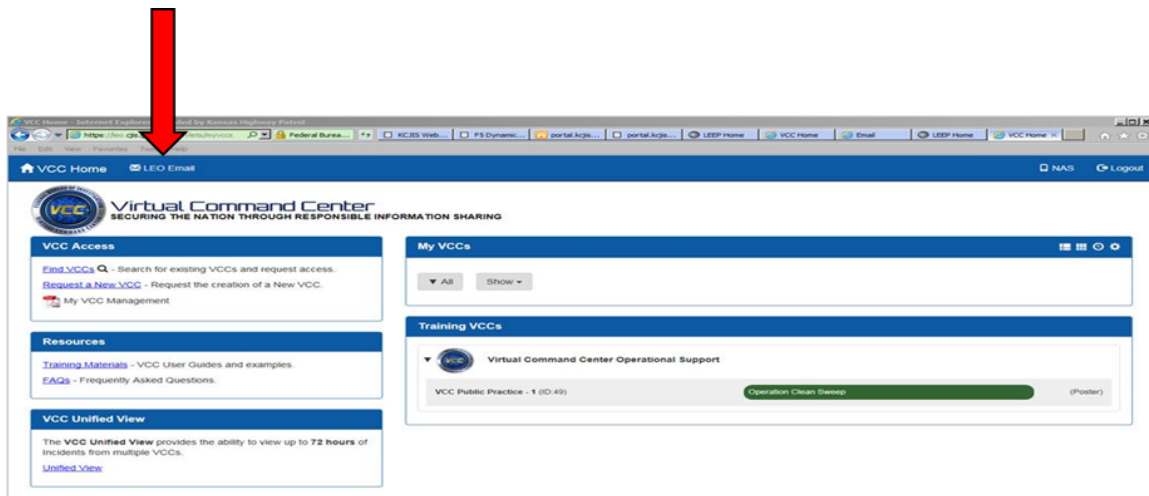
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Scroll down to the Virtual Command Center.



If you need further assistance, please contact the KBI Help Desk at (785) 296-8245.

NEW SHERIFF, CHIEF, DIRECTOR, OR AGENCY HEAD?

CARLA BOESKER, NCIC TRAINER/AUDITOR SUPERVISOR CJIS UNIT KHP

The following is a review of the steps an agency needs to take when there is a new agency head, whether it is a new Sheriff, Chief, Director, etc.

If the staff member is new to the agency, please follow CJIS Policy 5.12.1:

- ✓ National fingerprint-based record check prior to granting access to Criminal Justice Information (CJI)
- ✓ Individual name-based record checks, including:
 - Checking wants and warrants (using QWA)
 - III (QH with QR if indicated)
 - NLETS Identity Query for person's state of residence (IQ with FQ when indicated)
 - Kansas CCH (KIQ/KFQ or Web Portal Master search)

In addition to the required record checks, the following will need to be completed if they were not previously employed by your agency:

- ✓ Sign a Security Awareness Statement.
- ✓ Take Security Awareness Training.
- ✓ Add new agency head to KCJIS Authorization and Customer Information System (KACIS) (If they are not already in KACIS for this agency).
 - Modify agency information to place as "Agency Head."
- ✓ If they will have KCJIS access, assign a token if one is not already assigned.
 - Complete user setup in KACIS and assign a token (if not already assigned).
 - Assign security roles in Open Fox Configurator.
- ✓ Add new agency head to KHP CJIS Launch Pad.
 - Modify agency to place as "Agency Head."
 - If they will have KCJIS access they will need National Crime Information Center (NCIC) certification completed.
- ✓ Review Law Enforcement Administrator Training. The KHP CJIS Unit has a PowerPoint available to assist in satisfying this requirement that is available on the Kansas Highway Patrol (KHP) CJIS Launch Pad.
- ✓ New agency heads shall be familiar with all information sharing agreements with other agencies and private contractors. They are intended to outline the responsibilities of both parties that allow access to CJI or use CJI provided by each other.
 - The KCJIS 114 ORI Use and Holder of Records is used with other criminal justice agencies that your agency provides CJI to or your agency is provided CJI.
 - The KCJIS 218 Management Control Agreement is designed for governmental Information Technology (IT) and communications centers not under direct reporting control of a criminal justice agency.
 - The FBI CJIS Security Addendum must be included by reference or attachment to any contract agreement with private contractors supporting your information technology systems.
 - All of these agreement templates are available in the CJIS Forms folder of the CJIS Documents application of the KHP CJIS Launch Pad.



KIBRS KORNER**DANA GRIFFITH, PROGRAM CONSULTANT KBI**

As we enter the last quarter of 2020, deadlines are fast approaching to get information submitted to the Incident Based Reporting (IBR) unit of the Kansas Bureau of Investigation (KBI). In addition to the Kansas Standard Offense Reports (KSORs) and Kansas Standard Arrest Reports (KSARs), there are several other reports due monthly.

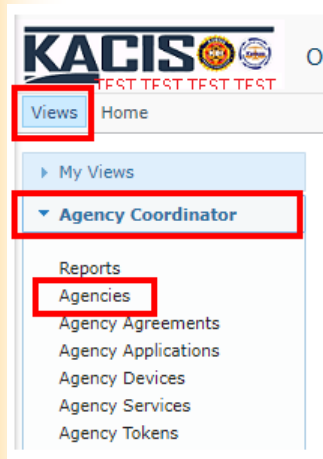
- **KIBRS Zero Report**—Due by the 5th of the following month, submitted to Janet Lankard
- **Law Enforcement Officers Killed or Assaulted (LEOKA) Report**—Due by the 5th of the following month, submitted to Janet Lankard
- **Supplemental Homicide Report**—Due by the 5th of the following month, submitted to Bill Reid
- **Use of Force (UOF) Zero Report**—Due by the 15th of the following month, submitted to Dana Griffith via paper or Law Enforcement Enterprise Portal (LEEP) for electronic filing.

If you have questions regarding any of the additional monthly reports, please contact the IBR unit.

Dana Griffith Program Consultant (785) 296-8278 Dana.Griffith@kbi.ks.gov	Zachary Brian Program Consultant (785) 296-7945 Zachary.Brian@kbi.ks.gov	Bill Reid Research Analyst (785) 296-8242 Bill.Reid@kbi.ks.gov
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NEWS FROM THE KBI HELP DESK**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI****KACIS TIPS FOR TACS****Modifying your Agency Information**

There are a few ways to modify your agency's information. One option is to go under "Views," select "Agency Coordinator," then "Agencies." If you manage more than your own agency you will need to select the agency you wish to modify; otherwise, agency information will display.



NEWS FROM THE KBI HELP DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

It is now possible to add or remove an address, phone/fax number, or email address.

The screenshot shows three sections of a user profile: 'Addresses', 'Telephone numbers', and 'Emails'. Each section has a '+ Create new' button highlighted with a red box. The 'Addresses' section also shows a 'Remove' button. The 'Telephone numbers' section shows two existing numbers: '7859999998 - 03 - Fax' and '7859999999 - 01 - Business'. The 'Emails' section shows one existing email: 'ducks@ducks.com-01 - Primary'.

Once you have finished making any changes, click “Apply” or “OK” at the bottom of the page.

Another option would be to use “Modify Agency” button under the “Agency Management” tab.

The screenshot shows the KACIS Service Catalog with the 'Agency Management' tab selected. The 'Modify Agency' button is highlighted with a red box. Other buttons visible include 'Create New Agency' and 'Disable Agency Agreement'.

Again, if you manage multiple agencies, you will need to select which agency you need to modify. The big difference in going this route is the ability to rearrange Technical Agency Coordinators (TAC's), add/change Local Agency Security Officers (LASO's) and agency heads. Once all the necessary modifications have been made, click “Modify” at the bottom of the page. If you don't need to make any changes click “Terminate Request” to cancel the action. Remember, in KACIS, the “Cancel” button means “Save for later.” Please verify your agency information at least once a year to ensure it is accurate.

NLETS ORI Validations

If you are a TAC and haven't already done so, please verify your agency information is current and correct in KACIS. If you don't have access to KACIS, please contact the agency that administers your agency information in KACIS and have them verify for you. Once the verifications and/or corrections are made, please notify the KBI Help Desk via KAM to TPKKB001D.

To see your agency information in the ORION file in NLETS, please go to OpenFox. Open the TQ – NLETS Query Orion form by using the message key or going through the Form Tree and open NLETS ORION Query. Once the TQ form is open, enter “KS” in the “Destination 1” field and your ORI in the “ORI (ORI)” field. Since changes in KACIS do not update NLETS, you must contact the KBI Help Desk in order to make a change.

Form Tree

The screenshot shows the Form Tree with the following options: 'National Drug Pointer Index', 'ORI', 'NCIC', 'NLETS', 'NLETS ORION Query', and 'Other Transactions'. The 'NLETS ORION Query' option is highlighted with a red box.

TQ Form

The screenshot shows the TQ - NLETS Query Orion form. The 'Destination 1' field is set to 'KS'. The 'ORI (ORI)' field is highlighted with a red box. Other fields include 'Control Field', 'By ORI', 'By LOC', 'By FED', 'By REP', and 'Location (LOC)'. The 'Submit', 'Clear', and 'Close' buttons are at the bottom.

NEWS FROM THE KBI HELP DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

The TQ file can also be used to query other criminal justice agencies throughout the United States by any of the available options. The most common queries are ORI and Location.

Agency validations are very important. If an ORI cannot be validated, it runs the risk of being removed from service. Please validate your agency so this does not occur. If you are unsure of what to do please do not hesitate to call the KBI Help Desk at (785) 296-8245.

Expiring Tokens

Nobody likes when their tokens expire, especially when all of your agency tokens expire at once. Even though this can be a stressful situation to be in, the KBI can help. If your tokens have expired, please have your TAC send an email to HelpDesk@kbi.ks.gov to let the KBI Help Desk know how many tokens you need to order.

It is best to count on your expiring tokens to not be usable the day before the expiration date printed on the back of the tokens. Best practice would be to order replacement tokens at least three weeks prior to the expiration date. If you do not receive an email from Optiv or hear anything from the KBI Help Desk within a week of placing your token order through KACIS, please call the KBI Help Desk to check on your order status.

Temporary Token Codes

Unfortunately, temporary token codes no longer exist and it is unsure whether the process will be returning. If a user leaves their token at home or the token is lost, the TAC will need to assign the user a new token or have them go home and get their token.

KCJIS USER GROUPS

SHERRY WEBB, PROGRAM CONSULTANT I KBI

Greetings KCJIS users!

I am pleased to introduce our Northwest Regional Coordinator, Sara McDonald. Sara is the Chief Communications Officer for the Oakley Police Department. She is a graduate from Fort Hays State University with a degree in criminal justice and minor in psychology and was a dispatcher for 13 years. Sara is also a certified EMT for Logan county and sits on the Regional Council for Homeland Security. She is very passionate about her job and bringing more opportunities to the western half of the state. Here is an update from Sara on what is happening in the Northwest region.

"What a crazy and unpredictable year 2020 has been! It seems as though we have all been cut off from the outside world. No KCJIS meetings and no conference. No APCO conference. All trainings in person shut off for most of the year. I miss my 911 people! I miss our interactions and learning from my peers. We cancelled most of this year's KCJIS user group meetings, which was a little sad for me because we just seemed to be getting things started here in the Northwest region. I knew that most regions cancelled their most recent user group meetings, but I sent out an email asking the members in the Northwest region if they wanted to cancel our September meeting or go ahead with it. Much to my surprise, the consensus was to have the meeting, even if attendance would be down.

Unfortunately, Oberlin was unable to host due to their current restrictions, but Colby stepped up and volunteered to host the meeting. We held our meeting on September 22nd at the Thomas County Emergency Management building. Even though there were only 7 of us in attendance, our meeting was informative and productive.

We did our usual introductions, because the new Goodland Chief of Police was in attendance, so we all got a chance to welcome him as the newest attendee of the meetings. We discussed department updates, staffing shortages, COVID-19 policies and procedures, and shared intelligence type information. Due to the fact that no one from the state level was able to attend due to prior engagements or COVID restrictions, I had arranged for a guest speaker. David Becker, the Thomas County Emergency Manager, has been in charge of a regional drive-thru COVID-19 testing site in Colby. He gave us a presentation on their policies and procedures for the site, and walked us through the entire process. We had a Q&A session where we were all able to ask questions and voice concerns about COVID-19 and the process. We discussed differences in policies and procedures between communities. Unknown to most of us, there have been several health officers in various communities that have been receiving threats and having issues because of the decisions they have been making. Several communities have been losing health workers due to the reaction to the COVID-19 restrictions and the decisions that are being made. Not only has it been a trying time for the 911 community, law enforcement, and other first responders, but it has most certainly been a difficult time for medical staff, who are trying to make the best decisions for their communities.

KCJIS USER GROUPS, CONTINUED

SHERRY WEBB, PROGRAM CONSULTANT I KBI

During the presentation, several agencies advised that their dispatch centers receive lists of people who are mandated to quarantine. Those of us that do not receive those lists were very interested to hear about that process because that type of information would be extremely helpful in the dispatch setting where you are trying to keep your responders as safe as possible and give them the maximum amount of information. Several of us left with more knowledge about what has been going on in the public health realm and different ideas that can benefit how we have been operating in our own centers. Adapt and overcome has kind of been my mantra for this entire year. We have all been operating in and learning in this new environment. Here's to hoping we can get back to a normal 2021....Well, as normal as life can be in the wonderful world of 911. We hope to keep growing attendance at the KCJIS user group meetings in the Northwest region so our networking, training, and knowledge can continue to grow in a constantly changing profession. Stay healthy and safe!"

DID YOU KNOW?

DON CATHEY, KCJIS INFORMATION SECURITY OFFICER

TRISTA ROBERTS, ORI COORDINATOR KHP

- ❑ ORI stands for Originating Agency Identifier.
- ❑ Telephone numbers in the NCIC ORI File are reflected in the hit confirmation responses; therefore, users are strongly urged to keep their telephone numbers current in the ORI File.
- ❑ The NCIC ORI File may also be used for various Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) mailings; therefore, users are strongly urged to keep their mailing addresses current in the ORI File.
- ❑ NCIC ORIs are validated on a biennial basis. The validation process includes verifying an agency's status and authority, as well as the other information listed in the ORI record, e.g., telephone number, street address, and ZIP code.
- ❑ This was our year for ORI record validations?
- ❑ Over 800 changes to the contact information for individual agency records had to be made so far.

Did you also know?

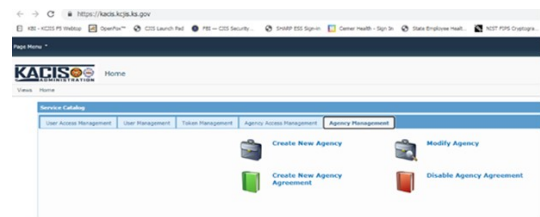
- ❑ The Kansas Bureau of Investigation (KBI) maintains the KCJIS Authorization and Customer Information System (KACIS) where your Terminal Agency Coordinator (TAC) can add new users, requests new devices and applications and performs other KCJIS administration for your agency.
- ❑ Your TAC can modify important agency contact information in KACIS (phone numbers, mailing address, primary agency email). *Information that coincidentally is the same information in your agency's NCIC ORI record.*
- ❑ KACIS can also save the names, phone numbers and emails for vital personnel (i.e.: your agency head, up to 3 Technical Agency Coordinators (TACs), and your Local Agency Security Officer (LASO)).
- ❑ Incorrect agency contact information in KACIS presents problems for sharing information effecting KCJIS with those who need to know at your agency.
- ❑ KCJIS policy says *Agencies shall make notification to the Kansas Highway Patrol CJIS Unit within 3 business days of a [TAC, agency head, or LASO] change within their agency.*
- ❑ Many of the changes provided during the recent NCIC ORI validation were not reflected in KACIS either.
- ❑ Changes made in KACIS are shared with the KHP who can then update your NCIC ORI record?

So, we'd like your help going forward.

Please have your TAC update the information in KACIS within 3 business days of changes.

Your TAC should click the **Agency Management** tab in KACIS then select **Modify Agency** to accomplish these changes.

A video tutorial for KACIS Modify Agency can be found and played from the KCJIS Web Portal/Access Requests and TAC Info tab on the menu bar.





The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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